

## **FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief officer for the fire department. The Fire Chief is directly responsible for the organization and administration of the department, for managing all department personnel, for planning and research for department operations, for financial planning and budgeting of funds, and for public relations and public fire education. The incumbent of this class is also responsible for providing for employee training and for developing and administering a fire prevention program, in addition to commanding operations at the scenes of major fires or other emergencies. The Fire Chief has the authority and responsibility to carry out the duties of the position independently and is accountable to the chief administrative officer of the fire protection district, who reviews and evaluates the work of this class.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies, and determines goals and objectives for the department. Organizes the department, creating a structure and deploying available manpower to provide fire protection services for the community. Reviews incoming communications and handles matters or refers them to the appropriate subordinate. Locates grants available for fire protection and fire prevention projects and administers grant-funded projects. Provides for the enforcement of union contract provisions or for the continued operation of the department in the event of breakdown or failure of negotiations.

Reviews existing or proposed legislation, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department procedures are needed or to develop policy statements to be used by the department or by city administration. Monitors any local conditions that may create situations the department may be called upon to handle. Develops methods which may be used to evaluate productivity. Identifies target areas for improvement in productivity and develops programs to improve these areas.

Establishes a system of performance evaluations for use in making personnel management decisions. Maintains promotional eligibility lists and recommends promotions in accordance with civil service law. Balances meeting employee needs with meeting

organizational goals. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required.

Coordinates with Risk Manager in collecting and analyzing data for and devising a Risk Management Program. Develops and implements a safety program for the department.

Establishes and maintains a system of line and staff inspections. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members.

Authorizes the expenditure of funds allocated for department operations, making sure expenditures are in accordance with the budget. Prepares a departmental operating budget.

Completes any forms or records required of the chief of the department. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures. Writes letters in answer to written or oral requests addressed to the fire department or as required to handle needs of the department. Writes requests for grants or other special funds to aid in the operation of the fire department.

Promotes a positive public image of the work of the department in the daily performance of duties. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as official department representative at any required meetings. Works with boards and agencies whose rules and operations affect the work of the fire department. Serves as department representative to the news media. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Determines target areas for public fire prevention education efforts. Develops a public education program to meet identified community needs. Produces instructional materials to be used in public education programs. Writes and delivers lectures, talks, or demonstration on fire prevention or related topics.

Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Sets task priorities and provides subordinates with the supplies, tools, and resources needed. Provides for on-the-job training for subordinates. Holds formal meetings with subordinates to receive reports, disseminate information, or discuss work problems. Inspects the appearance of personnel to insure compliance with departmental standards for safety and propriety. Counsels employees who are experiencing work

problems. Handles employee complaints and grievances.  
Maintains discipline among department members.

Evaluate training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides for outside instruction to meet any training needs not available in the departmental training program. Serves as an instructor for formal classroom training.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, and property. Arranges for maintenance and repairs for all equipment and property.

Develops and implements an emergency management system, and directs and controls emergency scene operations, including directing intermediate command staff members. Directs the handling of emergencies involving hazardous materials. Provides for and oversees a communications system for the department, and implements fireground communications procedures.

Directs a program of fire inspections developed in accordance with all applicable federal, state, and local laws and regulations. Directs a program of pre-fire planning in order that the department might be prepared to provide rescue and fire fighting services. Directs a program of fire investigations to determine if fires occurring in the jurisdiction were the result of arson.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by filing deadline for applications for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

#### **MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

##### **EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or other related curriculum and at least eight (8) years of progressively responsible experience in fire service positions,

at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least ten (10) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least twelve (12) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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